

Bidding for Department of Revenue License Offices

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On-Line Bidding/Vendor Registration:

The Division of Purchasing and Materials Management within the Office of Administration is the office responsible for the procurement of supplies and services for State Government. The Division of Purchasing and Materials Management uses an electronic process to obtain competitive proposals for goods and services needed.

Please review the wealth of information available from the Division of Purchasing and Materials Management's home page website at: <http://www.oa.mo.gov/purch>

From our home page, you can proceed to the On-Line Bidding/Vendor Registration Site which allows registration as a vendor. To register as a vendor go to the on-line bidding/vendor registration website (direct address is: <https://www.moolb.mo.gov>) or you can click on the quick link on our home page (<http://www.oa.mo.gov/purch>) for "Current Bidding Opportunities" or "Vendor Registration" and register your company as a vendor. You can choose Premium Registration or Standard Registration.

By completing a Premium registration, including your email address and a list of the commodity codes for the services you are interested in bidding on, you will receive an automatic email notification of each new bidding opportunity (for the commodity codes for which you register) as it is issued and will have access to other screens with valuable information.

The commodity codes that have been historically used for the Department of Revenue Contract Office competitive procurements have been:

958	99	MANAGEMENT SERVICES, MISCELLANEOUS
946	17	CASH MANAGEMENT SERVICES

Standard Registration enters you/your company in our database but does not generate email notifications of bid opportunities as is done with a Premium Registration nor will it give you access to all available screens.

When any solicitation (IFB or RFP) is issued, it is posted on the Internet. Email notices will automatically be sent to any Premium Registered Vendor who signed up for the commodity code tied to the solicitation.

If you elect not to become a Premium Registered Vendor, you can still use the on-line bidding site and scroll through the all active procurements until you find a procurement for a Department of Revenue Contract Office

that you are interested in. Once you find a solicitation document, you can download it from the site regardless of whether you are a registered vendor or not.

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Instructions for Downloading a Solicitation

The Division of Purchasing and Materials Management within the Office of Administration is the office responsible for the procurement of supplies and services for State Government. The Division of Purchasing and Materials Management uses an electronic process to obtain competitive proposals for goods and services needed.

Please review the wealth of information available from the Division of Purchasing and Materials Management's home page website at: <http://www.oa.mo.gov/purch>

From our home page, you can proceed to the On-Line Bidding/Vendor Registration Site which allows registration as a vendor and searching for and downloading of solicitation documents directly from the internet.

To download a copy of the IFB/RFP from the Division of Purchasing and Materials Management's web site, start at:

<http://www.oa.mo.gov/purch>

From here, click on the Quick Link on the left hand side for Current Bidding Opportunities.

You'll be at our On Line Bidding/Vendor Registration (OLB) website.

<https://www.moolb.mo.gov/Glue/default.asp>

If you have completed a Premium Registration, you will be able to select "Login" and enter your User ID and Password. From here you will be able to search by the bid number to get to the screen for this procurement. By clicking on the bid number in the second paragraph, a page will open where you may download the official bid document in a Microsoft Word or PDF format.

If you have not completed a Premium Registration, you can enter as a guest from the homepage. However, you will not be able to search by the bid number. Instead, at this point you should click on the Open Bids by Agency link and will have to scroll through the list of bids until you locate the bid number you are looking for. After reaching the screen for this procurement, you can click on the bid number in the second paragraph and a page will open where you may download the official bid document in a Microsoft Word or PDF format. After downloading the entire document, it will be necessary for you to check the same website location periodically until the time of bid opening in order to obtain any amendments to the official bid document that may be issued later.

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Instructions for Reviewing Past RFPs for Department of Revenue Contract Office Procurements

Pursuant to Section RSMo 610.021, the procurement documents, including each proposal received, are open records after a contract is executed or all proposals are rejected. At that time, the procurement documents are scanned into the Division of Purchasing and Materials Management imaging system. The scanned information is available for viewing through the Internet from the Division of Purchasing and Materials Management Public Record Search system.

In order to review any of the past procurement records, start at the Division of Purchasing's home page at:

<http://www.oa.mo.gov/purch>

Click on the **Quick Link** for "Public Record Search" on the left hand side of the screen. This takes you to the Public Record Search System:

<http://www.oa.mo.gov/purch/webimaging/Homepage.htm>

From this screen, if you haven't loaded the Acorde Plug In, you'll need to do that in order to view the records. Then Enter and follow the directions to search by the contract number or the bid number.

The following list identifies some of the past competitive procurements for Department of Revenue Contract Offices. This list can be used to search on the public record search system to review the records. The public records provide historical information and do not necessarily reflect future direction or plans.

<u>Office Name</u>	<u>Bid Number</u>	<u>Contract Number</u>
Elsberry	B3Z09093	No contract awarded
Harrisonville	B3Z07127	C307127001
Memphis	B3Z09056	No contract awarded
Mountain Grove	B3Z09065	C309065001
Potosi	B3Z07230	C307230001
Richmond	B3Z08233	C308233001
Savannah	B3Z08232	C308232001
Steelville	B3Z09023	C309023001
Vandalia	B3Z08154	C308154001
West Saint Louis County	B3Z07031	C307031001

Once you have entered the public record search system, there will be a list of several different document types (DOCTYPE) once you do the search. As assistance, a short explanation of several of the document types is provided below:

Contract Search:

Contract Part 1 – the winning bidder's proposal which makes part I of the ultimate contract

Contract Part 2 – the solicitation document (RFP/IFB), which makes part II of the contract

CONTCOR – contract correspondence

CAMENDMENT – a contract amendment which will be numbered 001, 002, etc in the Amendment column.

Bid Number Search (will contain many of the same documents listed under the contract, plus will have information from the bid process):

EVAL – the evaluation report from the bid process

NO WIN BID – a bidder's proposal (the name of the bidder should be listed in one of the right hand columns).

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Information about Becoming a Certified Minority Business Enterprise (MBE) or Women Business Enterprise (WBE)

See the web page for Office of Supplier and Workforce Development (OSWD) at: <http://www.oswd.mo.gov/> for information on the certification process for Minority Business Enterprises and Women Business Enterprises.